MARICOPA COMMUNITY COLLEGES | **MARICOPANURSING**

ADVANCED PLACEMENT INFORMATION & APPLICATION PACKET

LPN, PARAMEDIC, READMISSION & TRANSFER APPLICANTS

Effective for Admissions
July 1, 2021- June 30, 2022

Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

MARICOPA COMMUNITY COLLEGES | **MARICOPANURSING**

MaricopaNursing Program/Contact Information

MaricopaNursing Program Location	Program Director	Advisors/Admission Officer
Chandler-Gilbert Community College 7360 E. Tahoe Avenue Mesa, AZ 85212-0908 480.732.7000 http://www.cgc.maricopa.edu/	Karen Flanigan 480.988.8884 karen.flanigan@cgc.edu	Maria De la Torre 480-988-8880 chuy.delatorre@cgc.edu
Estrella Mountain Community College 3000 N. Dysart Road Avondale, AZ 85392 623.935.8000 http://www.estrellamountain.edu/	Roni Collazo 623-935-8983 roni.collazo@estrellamountain.edu	Vanessa Piper Vanessa.piper@estrellamountain.edu For information, contact: nursing@estrellamountain.edu
GateWay Community College 108 North 40th Street Phoenix, AZ 85034-8000 602.286.8000 http://www.gatewaycc.edu/	Margi Schultz schultz@gatewaycc.edu	PK Felix felix@gatewaycc.edu Vicki Merritt victoria.merritt@gatewaycc.edu
Glendale Community College 6000 West Olive Avenue Glendale, AZ 85302-3090 623.845.3200 http://www2.gccaz.edu	Grace Paul 623-845-3626 Grace.paul@gccaz.edu	gccnursing@gccaz.edu Ruben Briese ruben.briese@gccaz.edu Jennifer Leyda Jennifer.leyda@gccaz.edu
Mesa Community College 1833 West Southern Avenue Mesa, AZ 85202-4866 480.461.7000 http://www.mesacc.edu/	Mary Boyce 480-461-7460 mary.boyce@mesacc.edu	Tuesdee Pfeiff 480-461-7208 tuesdee.pfeiff@mesacc.edu
Paradise Valley Community College 18401 North 32nd Street Phoenix, AZ 85032-1210 602.787.6500 http://www.pvc.maricopa.edu/	Nick DeFalco (until August 5, 2021) 602-787-7192 Nick.defalco@paradisevalley.edu Jessica Bruhn (after August 5, 2021) Jessica.bruhn@paradisevalley.edu	Carol Frazier 602-787-6624 Carol.frazier@paradisevalley.edu
Phoenix College 3700 N 3rd Ave. Phoenix 85013 602.532.8605 http://www.pc.maricopa.edu/	Constance Powers 602-532-8615 Constance.powers@phoenixcollege.edu	Lucia Rodriguez lucia.rodriguez@phoenixcollege.edu Tiffany Baxter tiffany.baxter@phoenixcollege.edu
Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85256-2626 480.423.6000 http://www.sc.maricopa.edu/	Debbie Dollmeyer 480-423-6455 Debbie.dollmeyer@scottsdalecc.edu	Aaron Torres 480-423-6569 Aaron.torres@scottsdalecc.edu

MaricopaNursing Director: Margi Schultz: schultz@gatewaycc.edu

Web Page: www.nursing.maricopa.edu

E-mail for general questions: nursing@domail.maricopa.edu

I. MaricopaNursing Program Information

Nursing programs are available at eight of the Maricopa Community Colleges which comprise the MaricopaNursing consortium. Clinical experiences are provided in a variety of settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing.

MaricopaNursing programs are approved by the Arizona State Board of Nursing (AZBN), 1740 W Adams Street, Suite 2000, Phoenix, AZ 85007, Phone: 602.771.7800 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, Phone: 404.975.5000.

II. Occupational Information

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). Completing the MaricopaNursing program does not guarantee licensure. The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. RNs may be employed in a variety of acute, long-term, and community-based health care settings. They practice within their scope and follow professional standards when caring for clients and families across the life span. The degree provides the graduate with a foundation for articulation into the University setting.

III.   Eligibility for Licensure

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses through the AZBN. Licensing fees and requirements are determined by and are the sole responsibility of the AZBN.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the AZBN until 3 years after the "absolute discharge" of the sentence. "Absolute discharge from the sentence" means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person's application will be considered on a "case by case" basis.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure, contact the Arizona State Board of Nursing http://www.azbn.gov or 602-771-7800.

IV. MaricopaNursing Program Options

A detailed and current list of all program options and program partnerships with special admission processes is available on the MaricopaNursing website. For all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may occur during the day, evening, or

night hours, on weekends, and may include 8, 10, and/or 12- hour shifts. Weekend shifts are not guaranteed for evening or alternative schedule options.

a. **Four Semester Traditional Option-** Classes are offered primarily during daytime hours during traditional Fall and Spring semesters for two years (four semesters).

b. **Full-time Evening/Alternative Schedule Options-** Classes in the evenings generally begin after 5:00 p.m. and clinical assignments may include a Friday, Saturday, and/or Sunday clinical. The Glendale Community College Weekend cohort and the GateWay Community College Full-time Evening Program make every effort to schedule clinical experiences on weekends; however, clinical schedules are not guaranteed and weekday clinicals may be required according to the availability/approval of the clinical facilities.

c. **Accelerated Degree Option-** Classes are offered primarily during daytime class hours and one Block will be required during the summer months (16-18 months total).

d. **Concurrent Enrollment Programs (CEP) -** CEP Associate-Baccalaureate partnerships are offered at all MaricopaNursing program sites. These programs are designed for qualified students interested in earning their Bachelor's of Science in Nursing (BSN) degree while pursuing their Associate of Applied Science (AAS) in Nursing degree. Please check with your college advisor to see which universities offer a concurrent enrollment option for advanced placement students.

V. Important Advanced Placement Information

Advanced placement admission is competitive, is not guaranteed, and is at the discretion of the nursing program director. HESI scores, GPA, and circumstances of program exit (if applicable), such as military deployment or medical issues are considered in the decision-making process regarding potential offers of admission. When a space becomes available at a college, the Director will review the Advanced Placement database and may offer the seat to a student who has met all criteria for admission.

Advanced placement applications are valid for a maximum of 2 years from the date of a submitted application. Students not placed within 2 years from date of submission are required to reapply and meet all current admission requirements to be considered for advanced placement admission. Students will be notified via their Maricopa email when their application is removed from the database and is due for renewal. It is ultimately the student's responsibility to verify currency of his or her application status.

Once a student has accepted an advanced placement seat at a college, his or her application will be removed from the advanced placement database. Due to the high demand for advanced placement, once a seat has been accepted, that acceptance is determined to be the final student placement. If the student should decline the seat, the student will be required to submit a new application for advanced placement unless the declination was due to an emergency, military deployment, or other approved deferment.

The Nursing Director reserves the right to deny acceptance of an application due to academic dishonesty, unsafe practice, inappropriate or unprofessional conduct, and multiple failures/exits from any nursing program.

VI. Cost Estimate for Advanced Placement Admission to MaricopaNursing*

Requirement	Cost
Tuition (27 credits x $85.00 + fees; Maricopa County resident)	$2,930.00
Textbook/Software/Supplies Estimate	$1,300.00
Fingerprint Clearance Card	$80.00
Uniform and Clinical Supplies	$250.00
Immunizations/Background Check/Drug Screen**	$450.00
Online clinical and medical document tracker**	$65.00
Total Estimated Cost of MaricopaNursing Program	**$4,965.00**

Cost estimate is based on the total number of credits for the nursing courses and course fees for entry into Block 2. Total credits required will depend on the Block of placement and additional requirements. Fees are subject to change by the Governing Board of the Maricopa County Community College District.

**Mandatory requirements for clinical placement, including immunizations, supplemental background check, drug screen, myClinicalExchange (clinical scheduling/orientation platform), and Medical Document Tracker (health and safety compliance tracking service).*

Technology Requirements
Minimum Requirements:
• A functioning microphone (internal or external)
• A functioning web camera (internal or external)
• A reliable broadband internet connection with a reliable computer or laptop
• Windows: 75MB permanent space on the hard drive < OR > Mac: 120MB permanent space on the hard drive (If a MAC is used, please let your instructors know as updates and requirements may be different)
• A compatible browser: Google Chrome (preferred), Mozilla Firefox, or Safari
• Adobe Flash

These systems are NOT supported for many of the required resources:
• Google Chromebooks
• Tablets (iPad, Tab, Note, etc.)
• Linux operating systems
• Windows 10 in S mode or Surface RT

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GENERAL REQUIREMENTS FOR ADMISSION*

1. **Enrollment:** Students who have not previously attended a Maricopa Community College need to apply to be a student via the college website instructions. You will need to create a MEID account, apply for admission to a Maricopa college, and submit proof of identification and residency. Once these steps are complete and your identification has been verified, access to Maricopa student tools and resources is available.

2. **Advisement:** Following review of the Information and Application Packet, applicants seeking advanced placement admission must meet with an Advisor/Admissions Officer at the college of first choice for advisement to complete the application process. A mandatory orientation session may be required prior to making an individual appointment with a nursing advisor; please check with your preferred campus for specific information, as some colleges do not require the information session for advanced placement.

3. **High school graduation or GED:** is required for the Associate in Applied Science degree in nursing. If a student does not have a high school diploma or GED, check with your college's registrar for additional information. Applicants must attest they meet this requirement by signing the statement of high school graduation or noting high school graduation on the advanced placement application.

4. **Transcripts:** All official college/university transcripts should be sent to the Admissions Office at the **college of first choice** for evaluation. Pre-and co-requisite courses will be evaluated by a Maricopa Community College advisor/admission officer to determine transferability. Applicants may be required to pay for credit by evaluation, which could be the equivalent cost of the credits for portions of the program. Students will be notified by the Nursing Director or advisor if this is necessary.

5. **Level One DPS Fingerprint Clearance Card**: A current Level One DPS Fingerprint Clearance Card (FCC) is required for application to MaricopaNursing. See application website for information: http://fieldprintarizona.com/. Allow up to 6 weeks to receive the FCC.

6. **HESI Admission Assessment (HESI A2)**: All students applying to MaricopaNursing must show evidence of passing HESI A2 scores. Both components (English composite and math) must be taken (or retaken) at the same time; individual components will not be combined from different dates or different locations. If a student is caught cheating on the HESI A2 examination, the scores will be posted as "0" and the student will be required to wait one year before submitting a new application meeting all current criteria.

    A score of 80% or higher in the English language composite score and a 75% or higher in math must be achieved to apply to MaricopaNursing. The cost of the HESI A2 is approximately $45.00 (online, proctored options where available may be a higher cost). The HESI A2 Study Guide is available in select college bookstores, libraries, and online vendors to assist in exam preparation. If unable to achieve the minimum score, remediation is advised before repeating the test. Applicants may retest after a 60-day period for a maximum of 3 times per 12-month period. Scores from students who retake prior to the 60 day wait period will not be accepted. **Students must wait 60 days from their last attempt to retest**. Additional HESI A2 information is available on the MaricopaNursing website under "Prospective Students".

7. HESI PN Entrance LPN to ADN examination**: All advanced placement applicants who wish to be considered for placement in Block 3 or 4 must achieve a score of 850 or higher on the HESI PN Entrance examination. Applicants who do not take the HESI PN Entrance exam or those scoring less than 850 are eligible to apply for Block 2 admission. The HESI PN is designed to be a placement test. If a student elects to attempt the HESI PN a second time, remediation is strongly encouraged and there is a 6 month wait period to retake the HESI PN.

The HESI PN exam is offered at GateWay Community College, Phoenix College, and Glendale Community College. The cost of the test is approximately $50.00; proctored options where available may be a higher cost. HESI PN Entrance Exam scores are only accepted if taken within six (6) months of the date of application.

8. **LPN Licensure:** Proof of current, unrestricted PN license is required for LPNs from non-Maricopa Community Colleges. Students who complete the GWCC Fast Track Practical Nursing Program, Veteran's Bridge Program, or the Paramedic to RN Bridge course have 12 months from completion of one of these programs to apply for advanced placement without having to obtain a LPN license. Following 12 months after program completion, a LPN license is required.

A LPN license is required for all students who have two exits from the MaricopaNursing program. The student is considered *out of the program* after two failures, exits, or withdrawals and must apply for admission as a LPN via advanced placement. Because LPN licensure is required to apply for readmission, students who have two exits from the program are strongly encouraged to take NUR191 (transition course required to sit for LPN licensure) as soon as possible if they desire readmission.

9. **Behavioral Health/NCE214OP**:** NCE214OP, Psychiatric Bridge Course (Orientation to the Nursing Program) is required for all applicants applying for Block 3 who have not successfully completed NUR172. NCE214OP is offered at various MaricopaNursing colleges. Applicants who feel they have sufficient behavioral health/psychiatric didactic and clinical content completed through coursework and/or work-related experience may request to waive NCE214OP by challenging the HESI Psychiatric Content specialty examination at the college testing centers. A score of 850 or higher is required to waive NCE214OP.

Students who wish to waive the behavioral health requirement must obtain permission from the Nursing Director to take the HESI Psychiatric Content examination. After permission is granted, the exam will need to be ordered; this process may take up to two weeks. The HESI Psychiatric Content examination is a placement test and may only be attempted once. If the minimum score is not achieved, NCE214OP will need to be taken to be considered for placement into block 3. The student may also elect to apply for placement into block 2 if he/she/they does not achieve 850 on the placement exam or does not wish to take NCE214OP.

10. **Pharmacology:** Applicants must successfully complete a pharmacology course or have had pharmacology content covered within their program of study within 24 months of application

submission. NUR187 Pharmacology & Medication Administration II or NCE170 Pharmacology for Nurses fulfill the pharmacology requirement.

11. **Background Check/Drug Screen/Infractions:** All Maricopa Community College healthcare students are required to complete a criminal background check and urine drug screen during the registration process. Enrollment is contingent upon receiving passing results from the background check and drug screen. Students will receive specific instructions on completing the background check and urine drug screen at some point during the orientation process. Students are required to complete the urine drug screening procedure within the specified timeframe and according to directions given at the time of notification. Drug screen results obtained outside of this process will not be accepted.

12. **Medical Marijuana**: Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. All placements governed by this clinical placement/externship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.

13. **Maricopa Community Colleges receive federal funds** through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.

Once admitted, students have a duty to report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of the DPS FCC or removal/discipline imposed on any professional license or certificate at any time during enrollment in a Program. A student has 5 business days to report any of these infractions. Arrests, convictions, placement on exclusion databases, suspension or removal of DPS FCC, or removal or discipline imposed on any professional license or certificate may result in withdrawal and/or expulsion from the program related to inability to meet program requirements due to loss of eligibility to participate in clinical experiences.

General requirements only; see Admission Requirements by Classification to determine requirements needed according to individual circumstances
*** HESI score requirements subject to change.*

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ADMISSION REQUIREMENTS BY CLASSIFICATION

GWCC Practical Nursing Program/Veteran's Bridge Course/Paramedic to RN Bridge Course
Students who complete the GWCC Fast Track Practical Nursing Program or Veteran's Bridge Program have 12 months from completion of one of these programs to apply for advanced placement without having to obtain a LPN license. If the applicant completed one of the above-mentioned courses the PN license is not required; however, it is strongly recommended. If not placed within 12 months, the applicant will be required to obtain the LPN license. To apply for advanced placement admission:

1. Meet with advisor/admission officer at the college of first choice to verify completion of all application requirements specific to the preferred Block. Follow general application instructions.
2. Applicants should submit:
   a. HESI A2 scores
   b. Level 1 Fingerprint Clearance Card
   c. Transcripts from all high schools, colleges, military, and/or universities showing completion of general admission requirements, including pre-and co-requisite courses.
   d. Transcripts showing completion of Maricopa Practical Nursing, Veteran's Bridge program, or the Paramedic to RN bridge course.
   e. Current, unrestricted PN license required for applicants entering Block 3 more than 12 months after PN program/course completion. Licensure is **NOT** required for students entering Block 3 within 12 months of successful completion of GWCC Fast Track Practical Nursing, Veteran's Bridge program, or the Paramedic to RN bridge course.
   f. Transcript showing completion of NCE214OP or HESI Psych Specialty Exam for applicants entering at Block 3.
   g. Successful completion of pharmacology course if more than 24 months since most recent pharmacology content completed.
   h. Completed application.

LPN Applicants (non-Maricopa Community College programs) seeking Block 3 admission:
Non-Maricopa LPN program graduates seeking advanced placement admission should:

1. Meet with advisor/admission officer at the college of first choice to verify completion of all application requirements specific to the preferred Block. Follow general application instructions.
2. Submit:
   a. HESI A2 scores.
   b. HESI PN LPN to ADN Exam score 850 or greater.
   c. Applicants for Block 2 admission are not required to take HESI PN exam.
   d. Level 1 Fingerprint Clearance Card.
   e. Transcripts from all high schools, colleges, and/or universities showing completion of general admission requirements, including pre-and co-requisite courses.
   f. Transcripts showing completion of approved practical nurse program.

g. Valid, current and unrestricted practical nurse license within the US. Applicants licensed as Vocational Nurses (LVN) must be eligible for licensure as an LPN. If unable to obtain a license as an LPN in Arizona, applicant may be eligible for entry into Block 2 or equivalent at the discretion of the Nursing Director.

h. Transcript showing completion of NCE214OP or HESI Psych Specialty Exam (with a score of 850 or greater) for applicants entering at Block 3.

i. Successful completion of pharmacology course if more than 24 months since most recent pharmacology content completed.

j. Completed application.

External Transfer (Non-LPN) Applicants:

Applicants who completed nursing courses outside of the Maricopa Community Colleges within the last twelve (12) months are eligible to apply for advanced placement admission to MaricopaNursing. To apply:

1. Meet with advisor/admission officer at the college of first choice to verify completion of all application requirements specific to the preferred Block. Follow general application instructions.

2. Applicants should submit:
   a. HESI A2 scores
   b. HESI PN LPN to ADN Exam score 850 or greater required for application to Block 3 or 4. Applicants for Block 2 admission are not required to take HESI PN exam.
   c. Level 1 DPS Fingerprint Clearance Card
   d. Transcripts from all high schools, colleges, and/or universities showing completion of general admission requirements, including pre-and co-requisite courses.
   e. Transcripts, course syllabi, and course descriptions for all nursing courses successfully completed. Nursing courses older than 12 months from course/program completion will not be accepted for transfer. Nursing Director will determine placement based on HESI score, course syllabi from previous nursing programs, and general education course completion. The Director will determine nursing course equivalency and transferability depending upon date of completion and course competencies.
   f. A letter from the Director of Nursing of previous nursing program attended explaining reasons for withdrawal or dismissal. Letter must be sent to: Maricopa Community College District Office, Health Care Office, 2323 W. 14th Street, Tempe, AZ 85281.
   g. Successful completion of NCE214OP or HESI Psych Specialty Exam for applicants entering at Block 3 or Block 4.
   h. Successful completion of pharmacology course if more than 24 months since most recent pharmacology content completed.
   i. Completed application.

MaricopaNursing Readmission /NUR191 Applicants:

Students who failed/withdrew/or exited twice from the MaricopaNursing program, with the second exit in Block 3 or 4, are eligible for advanced placement application to Block 3 after passing NUR191 Practical Nursing Transition, obtaining their LPN license, and after meeting all

other admission requirements. <u>Readmission to Block 4 after two exits is not permitted.</u> NUR191 is the practical nurse transition course for MaricopaNursing students who successfully completed Blocks 1 and 2 of the MaricopaNursing program. Students who complete NUR191 are eligible to apply to take the NCLEX-PN and to apply for PN licensure which is required for admission after two program exits.

After 2 exits from the nursing program, a student is considered out of the program of study. A current, unrestricted, unencumbered Practical Nurse license (LPN) is required to apply for admission to Block 3. Students who wish to apply for advanced placement admission must be currently registered in or have completed NUR191 within one year (12 months) of the second exit from MaricopaNursing program and must successfully complete the NCLEX-PN examination. To apply for advanced placement admission:

1. Meet with advisor/admission officer at the college of first choice to verify completion of all application requirements specific to the preferred Block. Follow general application instructions.
2. Applicants should submit:
   a. HESI A2 scores
   b. HESI PN LPN to ADN Exam score 850 or greater for applicants to Block 3. Applicants for Block 2 admission are not required to take HESI PN exam.
   c. Level 1 Fingerprint Clearance Card.
   d. Transcripts from all high schools, colleges, and/or universities showing completion of general admission requirements, including pre-and co-requisite courses and successful completion of NUR191.
   e. Current, unrestricted LPN license.
   f. Exit Interview from last block attended in MaricopaNursing program showing student exited program in good standing.
   g. Successful completion of pharmacology course if more than 24 months since most recent pharmacology content completed.
   h. Completed application.

Paramedic Applicants:
The Paramedic-to-RN Bridge Pathway offers paramedics a pathway into Block 2 or 3 of the MaricopaNursing program. NUR106 Nursing Theory and Science Transition (Paramedic Bridge), a 9-credit course, is offered at PVCC and at MCC. Following successful completion of NUR106, students take the HESI-PN Exam; those who score 850 or higher are eligible to apply for Block 3 advanced placement admission. Those who score below 850 are eligible for Block 2 admission. Students who wish to apply for advanced placement admission must have completed NUR106 within one year (12 months). To apply for Paramedic-to-RN advanced placement admission:

1. Meet with advisor/admission officer at the college of first choice to verify completion of all application requirements specific to the preferred Block. Follow general application instructions.
2. Applicants should submit:
   a. HESI A2 scores
   b. Level 1 DPS Fingerprint Clearance Card.

c. Official transcripts from all high schools, colleges, and/or universities showing completion of general admission requirements, including prerequisite courses and successful completion of NUR106.

d. Copy of current, valid, and unrestricted AZ or national Paramedic Certificate.

e. Successful completion of pharmacology course if more than 24 months since most recent pharmacology content completed.

f. Completed application.

ACCEPTANCE/PLACEMENT INFORMATION

● When all requirements have been met and the Advisor/Director has signed the application, the application will be entered into the database. Incomplete or pending applications will **not** be accepted.

● The applicant may be offered placement at the college of first choice if space is available. If no space is available at the college of first choice, all campuses will have access to the application information via the advanced placement database and may offer placement depending on space availability. Campuses will notify the student by email or phone when placement is available.

● Applicants accepting placement within the specified time frame will receive notification from the college. The class schedule, date of the nursing orientation, myClinicalExchange registration process, course registration information, and directions for uploading the Health and Safety documentation will be provided to the student after placement has been accepted.

● Due to the high demand for advanced placement, once a seat has been accepted, that acceptance is determined to be the final student placement. After accepting placement at a college, students who accept a placement offer from another college will be denied admission to **any** MaricopaNursing program and will need to reapply for advanced placement.

● Placements in all Blocks are limited and no admission or readmission is guaranteed.

● Applicants will not be registered for any nursing courses until all requirements are met.

● Due to the database being available to all campuses, only one application needs to be submitted at one campus site.

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Essential Functional Abilities for Nursing Faculty and Students

MaricopaNursing students must be able to meet essential functional abilities in order to maintain enrollment in a nursing program. MCCCD health programs are committed to nondiscriminatory practices and do not discriminate against qualified applicants with a documented disability. If a student believes that he/she cannot meet the essential functional abilities without accommodations, the nursing program must determine, on an individual basis, whether accommodation can be made. The ultimate determination regarding reasonable accommodations will be made by the Nursing Department, in conjunction with the Disability Resources Center.

Essential Functional Abilities	Standard	Examples of Required Activities
Character	Demonstrate integrity, accountability, responsibility, empathy, truthfulness, and care for others. Demonstrate emotional intelligence necessary to recognize and understand emotions of self and others. Demonstrate adherence to ANA Code of Ethics for Nurses	Relates to others with respect, honesty, civility, integrity, and nondiscrimination. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. Takes responsibility and accountability for own actions. Recognition of and respect for diversity.
Motor Abilities	Mobility, dexterity, strength, and endurance sufficient to provide safe patient care.	Assist with procedures, treatments, and other patient care activities to provide safe, effective patient care such as assisting with ambulation, and turning/lifting clients, and administering lifesaving measures. Practice in a safe manner to provide appropriate patient care with procedures, treatments, and medication administration.
Perceptual/ Sensory Abilities	Ability to see, hear, touch, smell, and distinguish colors. Visual, auditory, tactile, and olfactory abilities required to assess patients, equipment, and the environment.	Ability to hear alarms, auscultatory sounds, and communicate effectively with others. Visual acuity to read fine print, assess color variations, understand verbal and nonverbal communication. Tactile ability to discern pulsations, temperature, shapes, and other physical characteristics. Ability to detect environmental and patient odors.
Interpersonal Relationships; Emotional Stability	Capacity for development of effective therapeutic relationships. Ability to interact therapeutically with individuals from diverse social, emotional, cultural and intellectual backgrounds.	Establish and maintain rapport with patients/clients, colleagues and others. Ability to remain calm in stressful situations, including emergencies.

	Ability to work effectively in stressful and changing environments. Ability to accept constructive feedback and to modify behavior accordingly.	Adapts rapidly to environmental changes and multiple task demands. Maintains professional behaviors at all times, including stressful situations.
Communication	Effectively and accurately reads, writes, and communicates in English. Accurately elicits, records, and protects patient information. Accurately interprets non-verbal communication, including facial expressions, affect and body language. Demonstrates computer literacy. Communicates professionally and civilly with patients, families, and others.	Gives verbal directions to or follows verbal directions from members of the healthcare team Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, sensitive, and timely manner. Recognizes and reports critical patient information to appropriate individuals.
Cognitive Abilities	Ability to use critical thinking and clinical judgment to acquire, interpret, and use information. Able to solve problems involving measurement, calculation, reasoning, analysis and synthesis. Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. Ability to react efficiently in an emergency situation.	Calculates appropriate medication dosage given specific patient parameters. Analyze and synthesize data to develop an appropriate plan of care. Collects data, prioritize needs and anticipate reactions. Recognizes and responds appropriately in emergency situations to safeguard the patient and others.
Environment	Recognize the personal and patient risk for exposure to communicable disease and other health hazards. Safely use equipment in laboratory or clinical settings needed to provide patient care. Utilize personal protective equipment.	Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex. Uses personal protective equipment (PPE) as indicated.

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ESSENTIAL INFORMATION FOR NURSING APPLICANTS

- **ZERO TOLERANCE POLICY**: The Nursing Program supports a Zero Tolerance Policy for the following behaviors and these apply to current and/or potential students:
  - o Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
  - o Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
  - o Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.
  - o Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening or bullying will not be tolerated.
  - ✓ Nursing students engaging in any misconduct are subject to disciplinary action and could result in dismissal from nursing classes as described in the Student Handbook of the college.

- **HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses. The drug screen must be completed during the specified timeframe; failure to test during the timeframe will require the student to withdraw from the current semester and options for readmission will need to be discussed with the Nursing Director on an individual basis.

- **DUTY TO REPORT**: All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

● **BACKGROUND CLEARANCES:** The Fingerprint Clearance Card must be a Level One and must remain current throughout enrollment in the semester. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned/excluded while enrolled in the program will not be permitted to continue in nursing courses.

An extended Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare programs on or after September 1, 2011. This is the date new background check standards will be in effect. Additionally, students who have been admitted to a MCCCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCD's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCD from assigning students to those sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. If a student is unable to be placed in a clinical facility for any reason, the student may be dismissed from the program.

● **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. Applicants for licensure in Arizona must provide evidence of citizenship or nationality.

For questions about eligibility for licensure, documents required as evidence of citizenship, fingerprinting requirements, or other questions, contact the Arizona State Board of Nursing **http://www.azbn.gov** or 602-771-7800.

Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirements

Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs") beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted
- An original version of the "**Criminal Background Check Disclosure Acknowledgement"** form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets all requirements for admission, s/he will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information, but the form may change from time to time:

   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.

● Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.

ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS
APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING
Maricopa County Community College District

In applying for admission to a Nursing or Allied Health program ("Program") at the Maricopa County Community College District , you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCD authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCD supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCD authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCD supplemental criminal background check.

2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.

3. I understand that I must submit to and pay any costs required to obtain an MCCCD supplemental background check.

4. I understand that failure to obtain a "pass" as a result of the MCCCD supplemental background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.

5. I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.

6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCD, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.

7. I understand that both the MCCCD supplemental or the clinical agency background check may include but are not limited to the following:

    ● Nationwide Federal Healthcare Fraud and Abuse Databases
    ● Social Security Verification
    ● Residency History
    ● Arizona Statewide Criminal Records
    ● Nationwide Criminal Database
    ● Nationwide Sexual Offender Registry
    ● Homeland Security Search

8. By virtue of the MCCCD supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:

    ● Social Security Search-Social Security number does not belong to applicant
    ● Any inclusion on any registered sex offender database
    ● Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
    ● Any conviction of Felony no matter what the age of the conviction
    ● Any warrant any state
    ● Any misdemeanor conviction for the following-No matter age of crime
        – violent crimes
        – sex crime of any kind including non-consensual sexual crimes and sexual assault
        – murder, attempted murder
        – abduction
        – assault
        – robbery
        – arson
        – extortion
        – burglary
        – pandering
        – any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
        – any abuse or neglect
        – any fraud
        – illegal drugs
        – aggravated DUI
    ● Any misdemeanor controlled substance conviction last 7 years
    ● Any other misdemeanor convictions within last 3 years
    ● Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

9. I understand that I must disclose on all background check data collection forms (DPS, MCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information on the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.

10. I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.

11. I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.

12. I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

Signature		Date
Printed Name		Desired Health Care Program

MARICOPA COMMUNITY COLLEGES | MARICOPA**NURSING**

STUDENT INFORMATION (To be completed by student)

Last Name_____   First_____   MI_____

All names previously used:_____   Student ID _____

Address_____   City _____   State_____   Zip_____

Primary phone_____   Email_____

DEMOGRAPHIC INFORMATION   Female   Male   Prefer Not to Answer   _____

Ethnicity   • American Indian   • Asian/Pacific Islander   • Black, non-Hispanic   •Hispanic   • White, non-Hispanic   • Other

Highest Degree Earned: • Associate's degree   • Bachelor's degree   • Master's degree   • Doctoral degree

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PREVIOUS EDUCATION   **GED** • N/A • Date: _____

High School(s) Attended:_____   City/State: _____   Graduation year: _____

Nursing/Allied Health certificate/licensure: • N/A

License/Certification Held _____   School Name/State _____

Certification/License number _____   Agency/State _____

PROGRAM REQUIREMENTS (To be completed by advisor):

• **Level One DPS Fingerprint Clearance Card**
 Number/Expiration: _____   • Evidence of IV content

• **HESI A2:**   Math _____   English Composite _____   Date_____   Location _____

• **HESI PN _____**   Date_____   Location _____   Background Check Acknowledgement ___

Prerequisites: Block 2 Entry (Minimum grade required is "C" for all required courses)				
Minimum grade required is a "C" or better in the following courses:		**Credits**	**College**	**Grade**
CHM 130+130ll	Fundamental Chemistry or one year HS chem. with lab	0-4		
BIO 201	Human Anatomy & Physiology I	4		
BIO 202	Human Anatomy & Physiology II	4		
MAT 14X	College Mathematics or higher	3 - 5		
ENG101 or ENG107	First Year Composition	3		
Additional Prerequisites: Block 3 Entry				
HESI-PN Exam Score _____ Must score ≥850; score valid for 6 months score **850** or higher for placement into Block 3 **HESI-PN score only valid for 6 months**				
PSY101	Introduction to Psychology	3		
CRE101	Critical & Evaluative Reading or Test Exempt	0 - 3		
NUR187 or NCE170	Pharmacology & Med Administration II or equivalent within 24 months of application	1.5 - 3		
NCE214OP/Equivalent	Psychiatric Bridge course or ≥850 on HESI Psych Exam	0 - 3		
NUR191	PN Transition Course	0 - 3		
NUR106	Nursing Theory & Science Transition (Paramedic Bridge)	0 - 9		
Co-requisites required for Graduation				
HUM		2 - 3		
BIO 205		4		
ENG102 or ENG 108		3		

I have provided true, accurate, and complete information on this application. I understand that no admission is guaranteed, and if I supply false information I will not be eligible for admission or enrollment in the program for a minimum of one year. I understand that advanced placement applications are only good for two years from date of application.

Please rank order your preferred colleges for admission and only indicate colleges you are willing/able to attend. Placements during a specific semester are not guaranteed and all placements are dependent on space available.

_____**Chandler Gilbert CC (CGCC)**
_____**Estrella Mountain CC (EMCC)**
_____**Glendale CC (GCC)**
_____**GateWay CC (GWCC)**
_____**Mesa CC (MCC)**
_____**Phoenix CC (PC)**
_____**Paradise Valley CC (PVCC)**
_____**Scottsdale CC (SCC)**

Student Signature: _____ Advisor: _____ Date: _____